



# Getting Ready for the ACT for Tennessee Weekday Test

*Wednesday, April 22, 2009*

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# Agenda for Webcast

- The ACT Assessment
- ACT for Tennessee Weekday Test
- Benefits of Weekday Test Administration
- Weekday Test Administration Process
- Getting Started
- Questions

# The ACT: What Sets it Apart?

- Based on the ACT National Curriculum Survey
- Scored tied to empirically derived College Readiness Standards
- Research-based College Readiness Benchmark Scores
- School Based Administration

# How do students benefit from taking the ACT?

- The ACT is universally accepted for college admission
- The ACT is curriculum-based
- The ACT is more than an assessment:
  - \* Interest Inventory
  - \* High School Course Grade
  - \* Needs Assessment

# ACT College Readiness Benchmark Scores

College Course	Test	The ACT
English Comp	English	18
Social Sciences	Reading	21
Algebra	Math	22
Biology	Science	24

## Uses of ACT Scores

- Scores may be used to help students select course options
- Scores may be used to assist students with college placement
- High School Profile reports will provide data to support school improvement planning in curriculum, instruction, and professional development

# The ACT Measures Academic Achievement

• English	75 items	45 min
• Math	60 items	60 min
• Reading	40 items	35 min
• Science	40 items	35 min

# The ACT – National Testing (Voucher)

- Grade 11 students should take the test on April 22nd. Individual grade 11 students, who are unable to test on April 22nd, may use a voucher to test on a National Test Day.
- The voucher is intended for use by students who have not previously used a voucher for a National Test Date.
- A voucher may be used one time to register a student for a single National Test Date.



# The ACT – National Testing (Voucher)

- Once the voucher is registered, the voucher is considered “used,” and the District will be invoiced for the test – even if the registered student does not take the test.
- Grade 12 students may not participate in the April 22nd weekday testing.

# The ACT – National Testing (Voucher)

## **National Test Dates:**

December 13, 2008

February 7, 2009

April 4, 2009

June 13, 2009

# ACT for Tennessee Weekday Test

All Grade 11 students will be able to test in their home school environment. Students do not need a voucher to test on April 22.

- April 22, 2009 -- Test Date
- April 22 - May 6, 2009 – Testing window for students with ACT-Approved and State-Allowed accommodations
- Test Time – 9:00am-12:00pm

*\* There will not be a make-up test date*

# Benefits of Weekday Test Administration

- Raises awareness and exposure among all students, rather than just self-selected, college-bound students
- Is a great equalizer of opportunity. Primarily, it brings more males, more minorities, and more middle- and low-income students to the enrollment pipeline
- Students will test in a comfortable and familiar environment

# Benefits of Weekday Test Administration

- High Schools and Districts will receive comprehensive reporting
- Student who test with ACT-Approved Accommodations and Standard Time will receive college reportable scores
- Provides the opportunity for students to test with ACT-Approved Accommodations and State-Allowed Accommodations

# Step 1: Establishment Process

- **Principals** will receive key documents:
  - Standard Testing Requirements
  - Summary of Test Administration Policies
  - Qualifications and Responsibilities of Test Supervisors, Back-Up Test Supervisors and Test Accommodations Coordinators
  - Checklist of dates

# Step 1: Establishment Process

## Principal's Responsibilities:

- Consider staffing requirements and select staff to fill these positions
- Complete and return School Information form
- Share information in Establishment Packets with assigned staff
- Plan for testing rooms/facilities

# Step 1: Establishment Process

## Principal's Responsibilities:

- Test (and Back-up) Supervisors and Test Accommodations Coordinators (TACs) have access to secure test materials prior to testing.
- To avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety...



# Step 1: Establishment Process

**Test (and Backup) Supervisors** may *not* be related to *any* 11th grade examinee taking the ACT as part of Tennessee state testing this year

**Test Accommodations Coordinators** may not be related to any 11th grade examinee testing with accommodations as part of Tennessee state testing this year

**Room supervisors & proctors** may *not* assist in a room where any relative is being tested

# Step 1: Establishment Process

## Timeline

Week of October 13th	Establishment Packets sent to school principals
October 31, 2008	Establishment Packets due back to ACT
Week of November 17th	Test Accommodations (TAC) Info packet and Accommodation forms mailed

## Step 2: Training Workshops

- All Test Supervisors, Back-up Test Supervisors and Test Accommodations Coordinators are required to attending a half day test administration training workshop.
- Testing staff must read and be familiar with the Supervisor's Manual for the test they are administering.
- The training workshop will review the standard testing requirements and the test administration/ test accommodations process

# Step 2: Training Workshops

Appointed staff will sign up for a workshop online

Nashville	January 13, 2009
Jackson	January 14, 2009
Memphis	January 15, 2009
Johnson City	January 21, 2009
Knoxville	January 22, 2009
Chattanooga	January 23, 2009

## Step 3: Request Accommodations

- TAC will view TAC DVD to learn more about the accommodations process
- TAC will receive procedures and request forms the week of November 17th
- ACT-Approved Accommodations
- State-Allowed Accommodations

## Step 3: Request Accommodations

### *ACT-Approved Accommodations*

- ACT will review each request
- Submission Deadline – February 2
- Complete documentation
- Student specific test materials
- Detailed testing instructions

# Step 3: Request Accommodations

## *State-Allowed Accommodations*

- If a student does not meet criteria for ACT-Approved Accommodations, school may apply to State-Allowed Accommodations
  - Application to ACT by March 6, 2009
- Separate Materials and Testing Room
  - Do not test with ACT- Approved
- Accommodations Testing Window: April 22 - May 6
- Scores only for state assessment and accountability
  - No scores to colleges

## Step 4: Materials Shipped

- Testing Coordinator will send ACT the number of grade 11 students expected to test during the weekday administration and shipping information
- Pretest materials are shipped 5 weeks prior to test date
- Secure test materials will arrive one week prior to test date



## Step 4: Materials Shipped

- Receipt, check-in, and verification of test booklets are by serial numbers
- Restricted access at *all* times from moment of receipt to return (documented “chain of custody”)

## Step 5: Test Day

- Pretest session must occur before test (Early March- April 21)
- ACT customer service will be available extended hours to answer questions during the test administration
- After the test, test supervisor will package materials for return and lock them in a secure location

## Step 6: Materials Returned

- ACT will arrange for pick-up of test materials one day following the assessment
- Immediate and complete return of all materials to ACT
- Standard time materials pickup – April 23
- Accommodation materials pickup- May 7

# Step 7: Invoicing Process

- Invoice procedures for Weekday Testing:  
Districts will be invoiced for the April 22nd assessment based on the number of answer documents that are received and processed at ACT. The District shall receive the invoice AFTER the April 22nd test are received and processed. The weekday testing invoice shall be a cumulative invoice.

# Step 7: Invoicing Process

- Invoice procedures for National Test Dates:  
Because there are multiple National Test Dates, a National Test invoice shall be generated for each National Test Date. The National Test Date Invoice is based on the number of registered vouchers (and not the number of tests taken). A National Test Date invoice is generated every 30 days. The National Test Date Invoice will be accompanied by a roster of students that registered in the 30-day time period.

# Scoring and Reporting

- Students receive ACT score reports 4-7 weeks after return of the test materials
- Schools receive ACT score reports in Summer 2009
  - ✓ High School Profile (HSP) Report which includes state and national norms
  - ✓ College Readiness Standards (CRS) which provides % of students earning scores in seven score ranges: (1-12, 13-15, 16-19, 20-23, 24-27, 28-32, and 33-36)

# Scoring and Reporting

- Student Score Report
- High School List Report
- High School Profile Report
- State High School Profile Report
- Optional:
  - College Readiness Standards Report
  - Plan/Act Linkage Report
  - ACT Online Prep

# Getting Started Now

**Principals** need to:

- Consider how and where the tests will be administered – on campus or off-site
- Consider who will manage the administration
  - Test Supervisor and Back-up Test Supervisor
  - Test Accommodations Coordinator



# Getting Started Now

**Principals** need to:

- Make sure IEP teams are considering accommodations needed for assessments
- Begin planning the Pre-Test session for April 2009 test administration

# For Questions About the ACT:

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